



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
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Grafton Town House Oversight Committee

**MINUTES
REGULAR MEETING**
Conference Room B, Municipal Center
August 10, 2015
7:00 pm

1. **Call to Order** – The meeting was called to order by Mr. Padgett at 7:05 PM.
2. **Committee Business**
 - ♦ Acceptance of the minutes from the following meeting:
 - July 13, 2015 – Mr. Yeomans motioned to accept the minutes as submitted, Mr. Marro seconded and the vote passed unanimously.
3. **Old Business**
 - ♦ Town House Preservation Project
 - Comprehensive Accessibility and Assembly Project - Construction Update
 - A bit behind schedule but working to make this up. Mr. Morgan pointed out the committee has not received an updated timeline since the beginning of the summer. Mr. Scarlett indicated he would request an updated copy be shared with the committee ASAP.
 - Will begin going into tenant spaces later this month. Contractor is working with tenants to coordinate this. Mr. Marro indicated Rick Potter (project foreman) visited him about this but didn't seem to have all the answers. Mr. Marro wants to ensure tenants have complete information regarding dates of the work to be done and the anticipated impact. A tenant meeting was suggested as a good idea. Mr. Scarlett will bring this up at the next construction meeting and ask Tim/Doug to coordinate.
 - Property line issue with Jordan's garage has not yet been resolved. It does not appear it will be resolved until there is a

legal determination made. In the interim, the road is dangerous to travel due to its narrowed size. The Board of Selection approved making it one way (North St. to Worcester St.) at their last meeting, which should help.

- Completion Phase – Architectural Contracts

- A contract with Dixon Salo Architects (DSA) for the balance of the architectural work associated with the Completion Phase of the Town House Preservation Project was reviewed and discussed. This contract is for the exterior portion of the work which includes repointing of the brick façade, restoration of the windows, repainting of all wood trim and construction of an addition above the vault and adjacent enclosed stairwell. The \$57,115 cost of the contract is being paid for by Apple Arts from funds raised via their Capital Campaign.
 - Some concern was raised that the work related to the addition and stairwell should not be prioritized over the balance of the outlined work. It was agreed that come time for construction bidding, the work above the vault would be bid as an add alternate to ensure it would only be completed if there was sufficient funding available to do the entire project.
 - It was noted that Apple Tree Arts is concurrently signing a separate contract with DSA for the interior architectural work associated with their space, including the Great Hall. The work is being bid separately from the exterior to leave open the possibility of not paying prevailing wage on the interior portion of the project. Whether the project ultimately will be bid in this fashion is unknown until the architect can provide more firm estimates on the construction fees.
- Mr. Marro raised again the issue of common maintenance fees. There is concern by many tenants that capital expenses are being billed to tenants as common maintenance fees. Mr. Marro feels that there is correlation between some of the fees being currently assessed and the construction work going on at the Town House. So, while tenant lease issues may fall outside this committee's charge, he feels there is a basis for this being discussed by the GTHOC. It was agreed that Mr. Padgett would reach out to Mr. McInerney to schedule a tenant meeting for the purpose of discussing these concerns.

4. New Business

- None

5. Adjournment

- Mr. Yeomans motioned to adjourn at 8:27 PM, Mr. Morgan seconded and the vote passed unanimously.